Job Seeking Skills Workshops

August 2016



August 23

Midvale Employment Center 7292 S. State St. • Midvale

Register for reserved seating. Walk-ins welcome.

- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.



Job Seeking Skills	
RESUMÉ WRITING:	
August 1 August 15 August 29	1:00 pm-3:30 pm 1:00 pm-3:30 pm 1:00 pm-3:30 pm
INTERVIEWING SKILLS:	
August 2 August 11	1:00 pm-3:30 pm 9:00 am-11:30 am
JOB SEARCH STRATEGIES:	
August 17 August 30	1:00 рм-3:30 рм 1:00 рм-3:30 рм
PROFESSIONALISM IN THE WORKPLACE:	
August 18	1:00 рм-3:30 рм
*LINKEDIN #1:	
August 3	1:00 рм-3:30 рм
*LINKEDIN #2:	

1:00 PM-3:30 PM

RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCH STRATEGIES: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resumés. Basic computer skills required.

PROFESSIONALISM IN THE WORKPLACE: Learn how to present yourself professionally, interact with others, how to use social media and how to approach and solve problems.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.

LINKEDIN #2: Learn how to find and connect to others that can help you in your career. Find networking opportunities, get introductions, personal brand management and job search. *Prerequisite — must have a current LinkedIn account and complete profile or have attended LinkedIn #1. Register first, as computers are limited.

continued





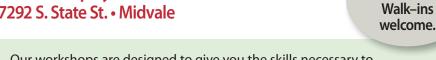
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August 2016 (continued)



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Life Skills	
BUDGETING AND CREDIT:	
Budgeting - August 23 Credit - August 25	8:45 AM-12:00 PM - TIER 1 8:45 AM-12:00 PM - TIER 1
FOOD SENSE - USU EXTENSION:	

August 23 9:00 AM-10:00 AM FINDING HEALTHY RELATIONSHIPS - HOW TO

AVOID A JERK OR JERKETTE:

9:00 AM-12:00 PM August 3 BREAK/LUNCH 1:00 PM-4:00 PM

STRENGTHENING THE COUPLE **RELATIONSHIP:**

August 10 9:00 AM-12:00 PM BREAK/LUNCH 1:00 PM-4:00 PM

PARENTING WITH LOVE AND LOGIC:

9:00 AM-12:00 PM August 17 BREAK/LUNCH 1:00 PM-4:00 PM

BUDGETING AND CREDIT: Learn how to budget, save, repay debt and build credit.

FOOD SENSE - USU EXTENSION: Healthy Eating on a Budget. Learn how to make a food budget last all month long, plan and create a menu, shop from a list, save money on food and eat healthy. Food demonstration provided to learn how to prepare food in an easy, quick and healthy way.

FINDING HEALTHY RELATIONSHIPS - How to Avoid a Jerk or Jerkette: For singles of all ages participants learn steps to building a high-quality, long-lasting relationship.

STRENGTHENING THE COUPLE RELATIONSHIP:

Designed for couples in committed relationships learn to understand one another's differences, increase trust and dependability and develop a deeper commitment.

PARENTING WITH LOVE AND LOGIC: Learn how to raise responsible children and have more fun topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.

